

**BY ORDER OF THE COMMANDER
341ST CIVIL ENGINEER SQUADRON (AFSPC)
MALMSTROM AIR FORCE BASE MT 59402-7536**

CEC OPERATING INSTRUCTION 32-14

1 February 1997

Civil Engineering

SCHEDULE UTILITY OUTAGES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this operating instruction is to consolidate procedures for scheduling and coordinating planned utility outages.

SUMMARY OF REVISIONS:

This is the first publication of CEC OI 32-14, substantially revising DEE OI 89-22.

1. **RESPONSIBILITY:** It is the responsibility of the Chief of Construction Management to ensure this operating instruction is adhered to.

2. PROCEDURES:

2.1. Utility outages will be scheduled as far in advance as possible (a minimum of 7 to 10 days), and publicized via High Plains Warrior, daily bulletin, and TV Channel 7, when applicable.

2.2. All utility outages will be scheduled by processing a CEC FL-36, Utility Outage/Road Closure Request Notice. Contact each organization affected by the outage and, in some cases, process a staff summary sheet to obtain coordination of the senior staff.

2.3. A written record of contacts made must be maintained, using CEC FL-36 and outage information sheet (see attachment). It is imperative to contact each organization affected.

2.3.1. If a building houses more than one organization, all organizations must be contacted.

2.3.2. The staff summary sheet is used to obtain the coordination of the senior staff to inform them of all utility outages, and must include both the building number and function associated with the utility outage. Ensure CEC FL-36 and outage information sheet are attached to the staff summary sheet. CE will obtain coordination from senior staff through normal contacts.

2.4. In addition to contacting using organizations affected by the scheduled outage, contact the following organizations:

2.4.1. Army Corps of Engineers Resident Eng. Office (771-0092)

2.4.2. Wing Command Post (3801)

2.4.3. Law Enforcement Desk (3895)

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2.4.4 Fire Department (4096)

2.5. For outages affecting the entire base, include notification in the High Plains Warrior, daily bulletin, and TV Channel 7.

LARRY ANTONICH, P.E.
Chief Engineer

Attachment:
Outage Information Sheet

U.S. AIR FORCE
341st Civil Engineer Squadron
UTILITY OUTAGE/ROAD CLOSURE NOTICE

Project Number:

Title:

Description:

Area/Facilities Affected:

Dates Required:

Duration:

Roads		Gas	Heat	Affected Utilities/Roads		Water	Electricity	Other
				Natural Gas	Telephone			
Log of Organizations/Personnel Notified								
<i>Organization</i>	<i>Phone No.</i>	<i>Contact</i>		<i>E-Mail/FAX</i>				
Command Post	3801			341 MW Command Post-Supt				
Base Civil Engineer	6188	Lt Col Bracken		341 CES Commander				
Chief Engineer	6158	Larry Antonich		341 CES Chief.Engineer				
Chief Operations	6176	Maj. Smith		341 CES Chief.of Operations				
Housing Office	4934	Mary Hammer		341 CES Chief of Housing - FAX 4627				
Project Engineer	6156			341 CES Engineer				
Inspector	6272			341 CES Construction Eng. Tech 4				
Utilities Flight	6212	MSgt Jeffers		341 CES/CEOIW				
Fire Department	3746	FACC		FAX 3769				
Law Enforcement	3829	TS t Ward		341 SPS, Law Enforcement NCOIC				
Ambulance	3485	SSgt Thompson		341 MDG OIC ECC – Thompson				
Public Schools - Bus	791-2265	Jerry Hatch		FAX 791-2154				
TMO	6275	Nancy Mouser		341 TRNS/LGTT - FAX 7132				
Postal Service	771-2165	Rick Kindsvatter		Customer Service Fax 406-791-2570				
Notification of Facilities Affected								
<i>Building No</i>	<i>Organization</i>	<i>Phone No.</i>	<i>Who Contacted</i>		<i>Date/Time Notified</i>			

If received via E-Mail or FAX, please post to bulletin board

Notified by _____
(Name)